

## Senior Project FRESH/Market FRESH Registration Instructions for New Market Masters

If you are a new, never registered market master or farmer that would like to accept Senior Project FRESH/Market FRESH coupons, you must do the following:

1. Register as a vendor with the State of Michigan Budget Office. You will receive a Payee number. (This is not a tax-id number).

On-line registration:

[http://www.michigan.gov/budget/0,1607,7-157-13404\\_37161---,00.html](http://www.michigan.gov/budget/0,1607,7-157-13404_37161---,00.html)

Phone registration:

(517) 373-4111 (Lansing) (888) 734-9749 (All Others)	Monday - Friday 8 A.M. - 5 P.M.
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2. Download and complete the 2015 Senior Project FRESH/Market FRESH registration form. Return the form to Sherri King either by email: [Kings1@michigan.gov](mailto:Kings1@michigan.gov) or by US mail: MI Office of Services to the Aging, 300 E Michigan Ave. 3<sup>rd</sup> Floor, Lansing MI. 48933.

Once approved, you will be assigned a 3-digit market master number. You will also receive a packet of information with instructions on how to accept coupons, how to mail them in and other information.

3. Participate in one conference call during the season. Educational sessions for new markets are required by the USDA.
4. Read the 2015 Market Master Guidebook. If you are representing other farmers, you must assure that you educate them on the rules, policies and guidelines of the program.
5. Download the Market-Farmer agreement and complete one for each farmer you represent. You do not have to submit a copy to OSA, but you must have a copy available if your market is audited.

All documents can be found at: <http://www.michigan.gov/marketfresh>